

MONTANA STATE PLAN & POLICY MANUAL
CHAPTER TWO

Policy Number 2.12

Security and Disaster Recovery Plans
Revised/Effective Date: October 1, 2012

Title: Security and Disaster Recovery Plans

Purpose

To have a written plan of guidance to recover from natural and/or man-made disasters which disrupt or interfere with the regular delivery of program services.

Authority

State Policy

Policy

All WIC local agencies will have a written plan for system security and disaster recovery that will be updated as needed.

I. Emergency Preparedness Plan

- A. Local agencies will notify the State WIC Office if they have a situation that affects their ability to deliver services.
- B. The local agency has the primary responsibility of managing the situation. If the local agency anticipates the inability to provide services for more than 5 business days the State WIC Office will assist with an alternate means of operation.
- C. The State WIC Office will provide assistance to the local agency using available resources to ensure services can be provided if the situation cannot be resolved.
- D. The first priority will be to provide infant formula to the infants receiving Food Package III.

II. Plan Content

- A. Each plan will address the following topics:
 - 1. Designation of an agency Security Manager
 - 2. Emergency preparedness
 - a. Contingency plans to meet critical processing needs in the event of short or long term interruption of service.
 - 3. Physical security of computer resources
 - 4. Protection of equipment from theft and unauthorized use
 - 5. Software and data security
 - 6. Telecommunications security
 - 7. Routine maintenance and cleaning